

NEWTOWN PUBLIC SCHOOLS

REVISED 7/18/17

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

(Campus Under Video Surveillance / No Alcohol Or Tobacco Allowed On Any School Campus)

Name of School: _____ Date of Use: _____

Time You Want Access to the Building: _____ Time You Will Leave the Building: _____

Time Event Will Begin and End: _____

Specific Rooms Requested: _____

NO FOOD OR DRINK IN LOBBY, AUDITORIUM, GYMNASIUMS OR POOL AREAS

Any Violation of these Rules Will Result In Loss of Facility Usage

Reason for Use: _____

Will an admission be charged? _____ Yes _____ No If so, how much? \$ _____

How will these funds be used? (Please be specific) _____

How many people do you estimate will be at the activity? _____

Who will be the on-site supervisor for the people attending this activity? _____

Please indicate any special Equipment needed: Overhead Projector: ___ Screen: ___ LCD: ___ Other: ___

Is this activity in compliance with Title IX regulations that prohibit discrimination on basis of sex? _____ Yes _____ No

Security – Requirements for security and / or police will be reviewed by Security / Facilities Directors, and security will be assigned as needed. Fees for security will be added to any billable overtime as listed under facilities service fees on the back side of this form.

If the cafeteria/kitchen area is being used, the Director of Food Services should be contacted at 426-7637.

A certificate of insurance must be on file at our Business Office before the date of use. Amounts of coverage required are \$1,000,000/\$2,000,000 Bodily Injury and \$100,000 Property Damage. We can expect a copy of your policy to be on file with us by _____ (date).

I (We) have read the Newtown Board of Education policy governing Community Use of School Facilities, and I (We) agree to comply with them. We understand that rooms are not to be considered as rented until official, signed approval notice has been received.

(Signed) _____

(Dated) _____

(Print or Type Name Signed Above)

(Phone)

(Name of Organization)

(Email Address)

Office Use Only: _____ Approval by Building Principal

(Reviewed by Director of Operations)

(Reviewed by Director of Security)

(Please see other side of sheet for information regarding fees and charges.)

Per Diem Schedule of Room Fees

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Facility Rental Fees:

	<u>Minimum</u>	<u>Hourly After 4 Hrs</u>
High School Auditorium (including two dressing rooms)	\$1,000.00	\$250.00
Middle School Auditorium	\$500.00	\$125.00
High School Gym	\$500.00	\$125.00
Middle School Gym	\$250.00	\$62.50
Reed Intermediate School Gym	\$250.00	\$62.50
Elementary School Gyms	\$200.00	\$50.00
Cafeteria	\$200.00	\$50.00
Kitchen (High School / Reed Intermediate)	\$250.00	\$62.50
Kitchen (Middle / Elementary Schools)	\$200.00	\$50.00
Classrooms	\$100.00	\$25.00
Library	\$125.00	\$31.25
Shop, Art Room, Science Labs	\$200.00	\$50.00
High School Lecture Hall	\$200.00	\$50.00
Pool	\$200.00 / hour	\$50.00
Stadium	\$1,000.00	\$250.00

Service Fees:

Sound & Lighting Supervisor	\$42.50 / hour
Sound & Lighting Technician	\$10.10 / hour
Computer Support	\$35.00 / hour

Sunday Energy Fees:

High School	\$313.00
Middle School	\$313.00
Reed Intermediate	\$313.00
Head O'Meadow	\$188.00
Hawley	\$125.00
Middle Gate	\$125.00
Sandy Hook	\$125.00

Security Fees - Applicable on Saturday, Sunday, holidays, and weeknights when security is requested and/or deemed necessary by school administration.

\$28.16 - \$29.99 hourly rate (Weeknights and Saturdays)

\$37.55 - \$39.98 hourly rate (Sundays and Holidays)

Custodial Fees - Applicable on Saturday, Sunday, holidays, and weeknights when a custodian needs to be called in for the activity.

\$38.74 - \$50.11 hourly rate (Weeknights and Saturdays)

\$51.65 - \$66.81 hourly rate (Sundays and Holidays)

FEES MUST BE PAID WITHIN TWO WEEKS